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ABSTRACT

This CD-ROM presents 220 documents collected in Harvard University's Faculty Appointment Policy Archive (FAPA), the ZyFIND search and retrieval system, and instructions for their use. The FAPA system and ZyFIND allow browsing through documents, inserting bookmarks in documents, attaching notes to documents without modifying them, and selecting portions of text to print or export. An accompanying user's guide covers the following topics: (1) an introduction to FAPA; (2) system requirements, installing and starting FAPA; (3) conventions used in FAPA; (4) using the main menu; (5) searching FAPA; (6) bookmarks and notes; (7) format options; (8) printing searches; and (9) exiting FAPA. (DB)

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